

# **Littleton Downtown Development Authority**

## **DRAFT Meeting Minutes**

February 13, 2023 | 4:00 PM  
2255 West Berry Ave, Littleton, CO 80120  
Community Room

### **Roll Call**

Present: 9 - Chair Ruth Graham, Second Vice Chair Brett Murphy, Treasurer Cheryl Calhoun, Secretary Krista Falkenstine, Members Greg Reinke, John Matthews, Catharina Hughey, Pablo Undurraga, and Council Member Patrick Driscoll

Absent: 1 - First Vice Chair Rob Stieg

*\*Council Member Driscoll is a non-voting member unless needed to break a tie*

### **Approval of Agenda**

The agenda for February 13, 2023 was considered, a motion for approval was made by Member Reinke and seconded by Member Matthews. The approval of the agenda passed unanimously.

### **Public Comment**

Mark Roskos, Littleton Station HOA Board - document of questions and concerns regarding Littleton Stations's inclusion in the DDA district boundaries has been submitted to the board. Little Station would like to understand the next steps from the board after review.

Pam Chadbourne, Downtown Resident and owner - would like the board to consider the overlay of the historic district as historic districts can be economic boosters for their communities and should be considered for Downtown Littleton.

### **Review of Board Manual and Rules of Procedure**

**Presenters: Jenny Starkey, LDDA Staff Consultant and Lisa Mayers, Spencer Fane**

Jenny and Lisa reviewed the newly created board manual with the LDDA Board of Directors. The manual contains documents for board members to reference during their tenure including:

- Littleton DDA Rules of Procedure
- Littleton Ordinance 29-2021
- Littleton Downtown Development Authority Development Plan
- Downtown Development Authority Map
- Budget Timeline
- Board Appointments 2022-23
- Downtown Development Authorities 101
- Open Meetings and Closed Session Motion
- Open Records Act Summary

While reviewing the manual the board also reviewed and discussed the draft Rules of Procedure that will guide the organization and reflect how the organization operates going forward.

**Discussion: Professional Management of LDDA**

- a. City vs. DDA
- b. Historic Downtown Merchants Association (HDLM) vs. DDA

Assistant City Manager Kathleen Osher introduced Adrienne Burton, Senior Project Manager for Public Works. Adrienne is looking forward to working with the LDDA board on the city's Downtown Mobility and Streetscape Improvement Plan (DMSIP) throughout the next few months.

**Timeline to April**

Jenny Starkey, LDDA Staff Consultant reviewed the upcoming priorities for the board to consider between now and the end of April.

- a. Intergovernmental Agreement (IGA) with City
- b. Budget
- c. Downtown Plan of Development (menu of services)
- d. 2023 Board Seats – Open Application for the Two Limited Term Seats

**Upcoming Meetings**

- 1. Feb 22, 2023 location Community Room, 4-5:30pm
- 2. March 8, 2023 location TBD, 4-5:30pm
- 3. March 22, 2023 location TBD, 4-5:30pm

**Adjournment**

The meeting adjourned at 5:47pm